

CLIENT HEALTH SCREENS

CREATION DATE: June 28, 2006



Pointers to Remember:

1. Best Practice Measure- By December 31, 2004, 75% of children in foster care will receive a full medical and dental evaluation within 30 days of placement.
2. In keeping with CFSA's mission of promoting the health, safety, and well-being of our children it is imperative that the Agency ensures that children in our custody receive adequate health care. To assist in this effort, the Medical screens in FACES.NET have been re-designed into the new Health module.

How to enter a new Appointment



Note:

- CFSA has a daily interface with the Children's National Medical Center (CNMC). The data interface will provide FACES.NET with medical information for all kids in the DC Kids Program. Data will be entered in FACES.NET for past, current, and future medical appointments at a CNMC service location. The corresponding diagnosis of the appointment will also be sent. In addition, medical information such as tests, medications, immunization, allergies, and primary care physician name and location will also be provided in the interface for all kids in the DC Kids program.
- Social Workers will be able to view all interfaced medical information under the Collateral screen and the Health module in FACES.NET. An interfaced record will be denoted with "CNMC" in the "Last Updated By" field on every Health screen. All records entered into FACES.NET by CNMC will be READ ONLY.
- Immunization information should be entered on the Appointment screen.
- A report is also available in FACES.NET to view the entire history of a child's immunizations.

Steps include:

Step 1: Place a case in focus by clicking on My Assignments from the Organizer tab.

Step 2: Highlight the identified case.

1: Click on My Assignments.

3: Click on Show.

2: Highlight case.

Figure 1

Step 3: Click on the Show button.

Step 4: Hold cursor over Case, and then Client.

Step 5: Click on Client List screen.

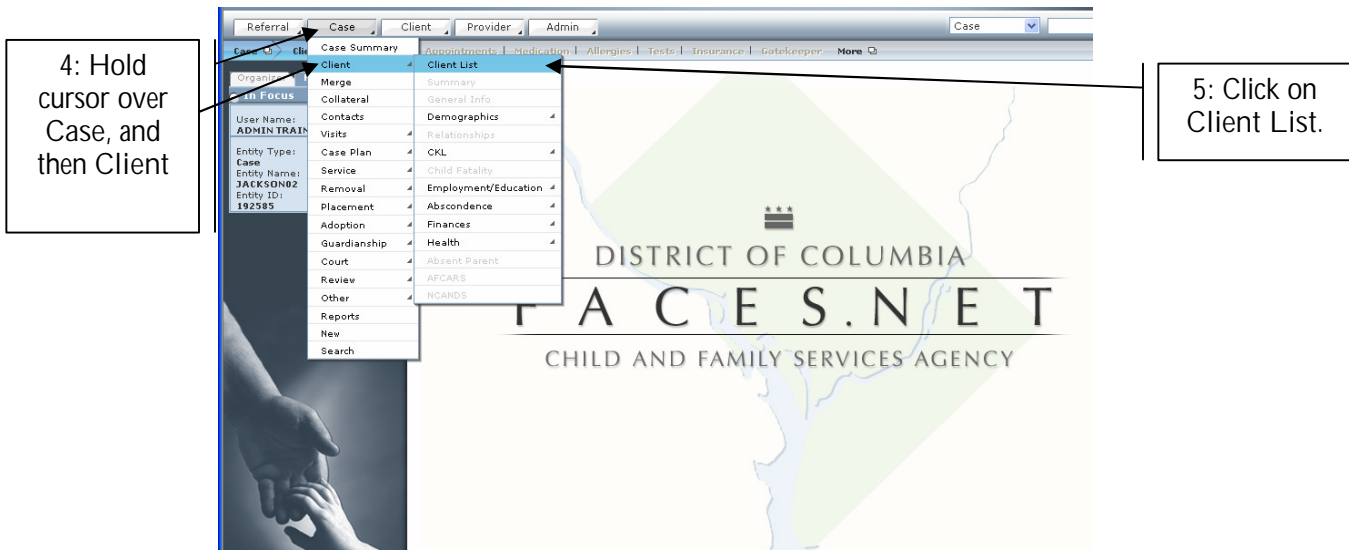


Figure 2

Step 6: Select client from Client List.

Step 7: Click on Show.

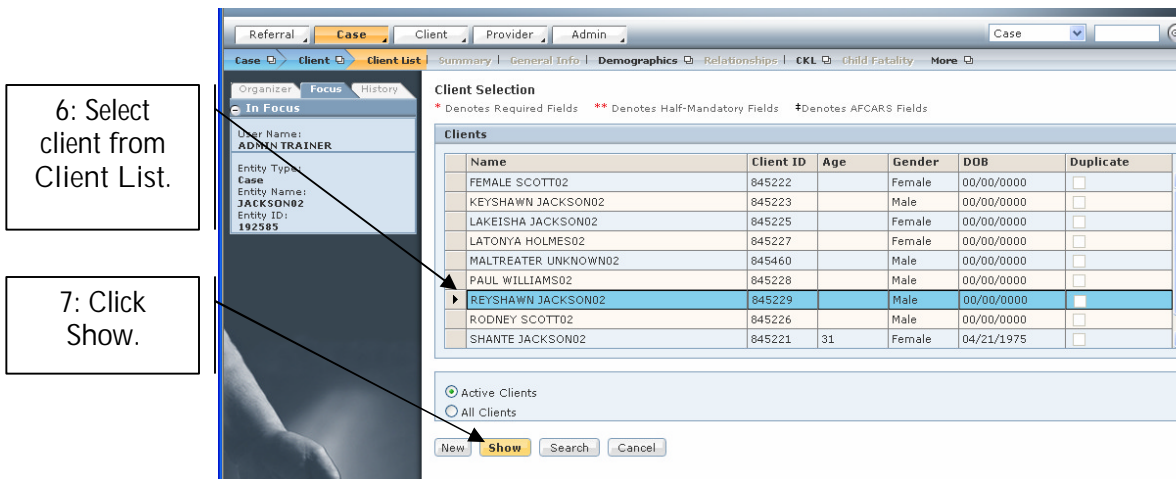


Figure 3

Step 8: Hold cursor over Client, and then Health.

Step 9: Click on Appointments screen.

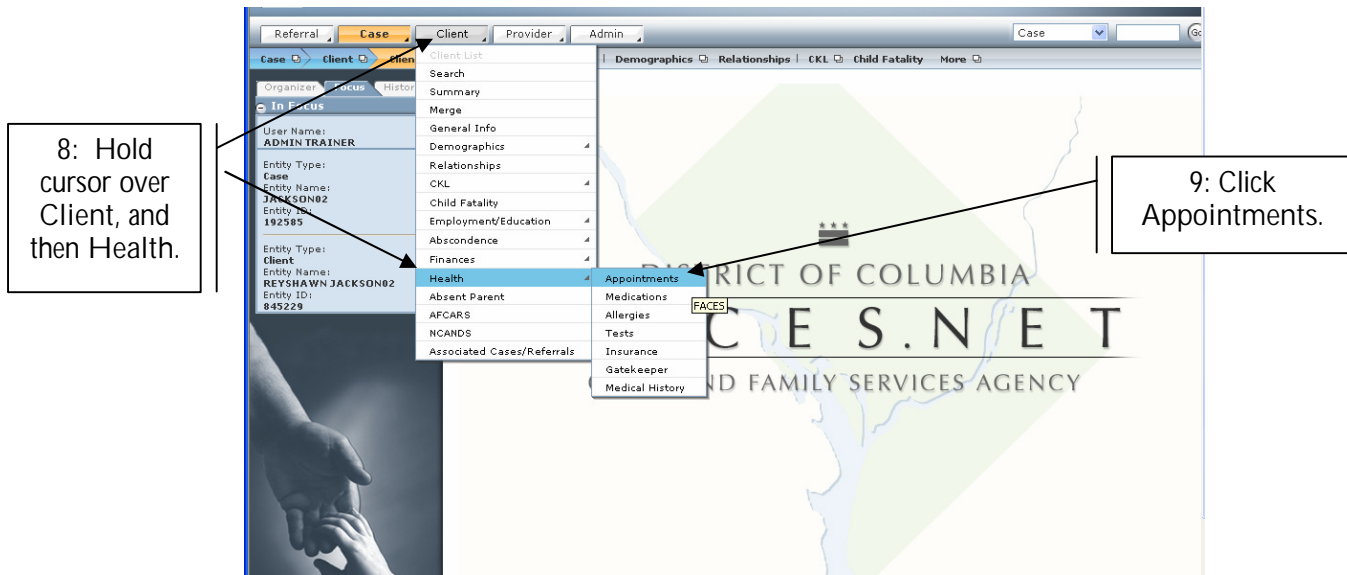


Figure 4

Step 10: Click on New to enter a new appointment on the list of Appointments screen.

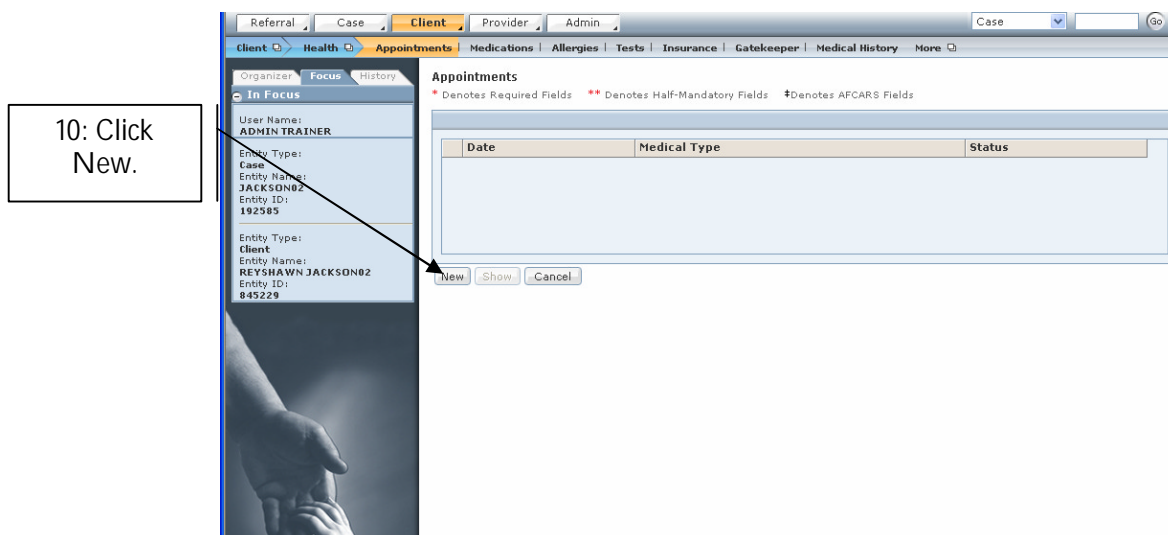


Figure 5



Note:

- The Current Primary Physician and Current Primary Dentist populate from the Collateral screen (see Collateral Tip Sheet for more information).
 - If the status selected is Completed, the Details tab becomes enabled and contains some mandatory fields.
- The information on the Details tab will change based upon which Medical Type is selected.
 - The Allergies section on all of the Health screens will populate with information when the Allergies screen is completed. (Note: Unknown allergies should be selected from pick list values if allergy information is not known).

Summary tab

Step 11: Enter appointment Date*.

Step 12: Enter appointment Time.

Step 13: Enter Medical Type* from pick list.

Step 14: Enter the Status* of the appointment. (Note: Only Status of Completed will allow the Details tab to be enabled).

Step 15: Enter either the Health Professional's name** or the Agency** information.

Step 16: Enter the medical facility or physician's Address.

Step 17: Enter the Phone number.

11: Enter Date*.

12: Enter Time.

13: Enter Medical Type*.

14: Enter Status*.

15: Enter Health Professional's name** or Agency**.

16: Enter the Address.

17: Enter the Phone number.

Figure 6

If you have any additional questions, please call the HelpDesk at (202) 434-0009

Detail tab

Step 18: Date/Time will carry over from Summary screen.

Step 19: Medical Type will carry over from Summary screen.

Step 20: Complete the Detail tab that coincides with the Medical Type selected (paying close attention to mandatory fields).

Note:

- In order to enter the Diagnosis, click on the Select... button (another window will pop-up).
- You can either type in the diagnosis or search for the diagnosis through a listing by typing in the first few letters of the spelling of the specific diagnosis in the field, then click on the Search button.
- All diagnosis beginning with the letters entered will show in a pick list.
- After entering the diagnosis, click on the Ok button to have it populate on the Detail tab.

Step 21: Click Save button

The screenshot shows the FACES.NET Appointments screen. The left sidebar displays user information for 'ADMIN TRAINER' and 'REYSHAWN JACKSON02'. The main content area has tabs for 'Summary' and 'Detail'. The 'Detail' tab is active, showing fields for 'Diagnosis', 'Date/Time', 'Medical Type', 'Brief Summary, Recommendation', 'Physical Exam', and 'Specialty Update'. Callouts indicate that 'Date/Time' and 'Medical Type' carry over from the Summary screen, and that the 'Diagnosis' field should be completed. The 'Save' button is highlighted at the bottom.

Figure 7

Note:

- The information on the Details tab will change based upon which Medical Type is selected.
- When recording a medical placement screening, be sure to choose Placement Screening as the Medical Type on the Summary tab.
- The fields in Figure 7 appear on the Details tab when Allergy is selected as the Medical Type on the Summary tab.
- The fields in Figure 8 appear on the Details tab when Immunization is selected as the Medical Type on the Summary tab.

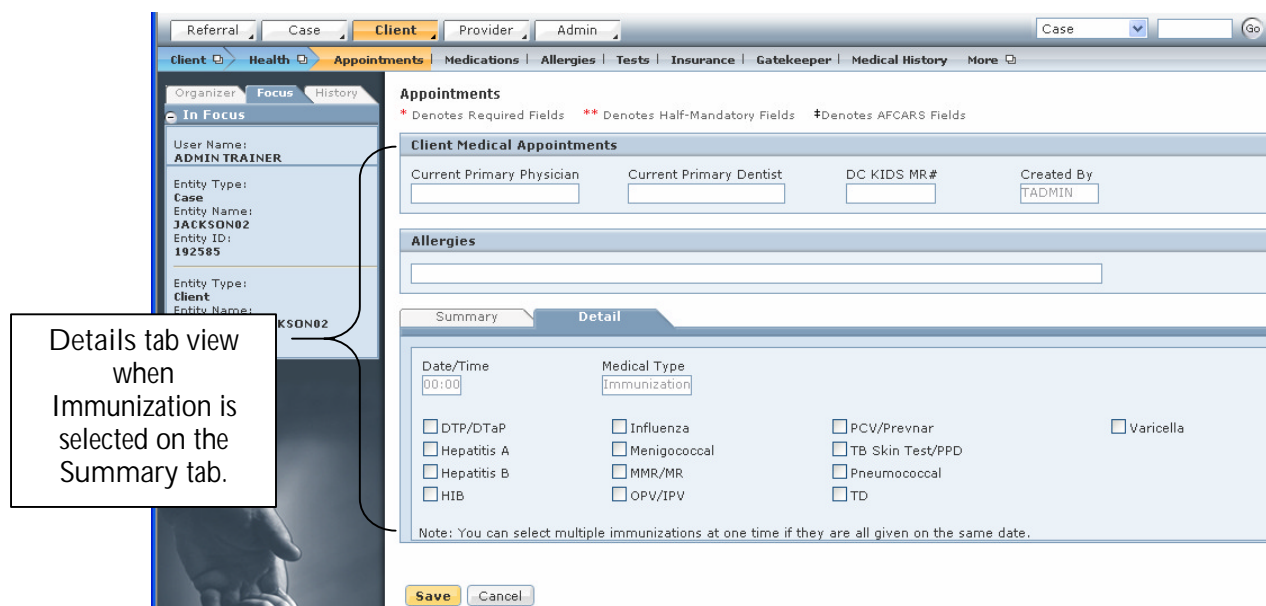


Figure 8

How to enter Medications

Steps include:

Step 1: Click on the Medications screen.

Step 2: Click on Find...

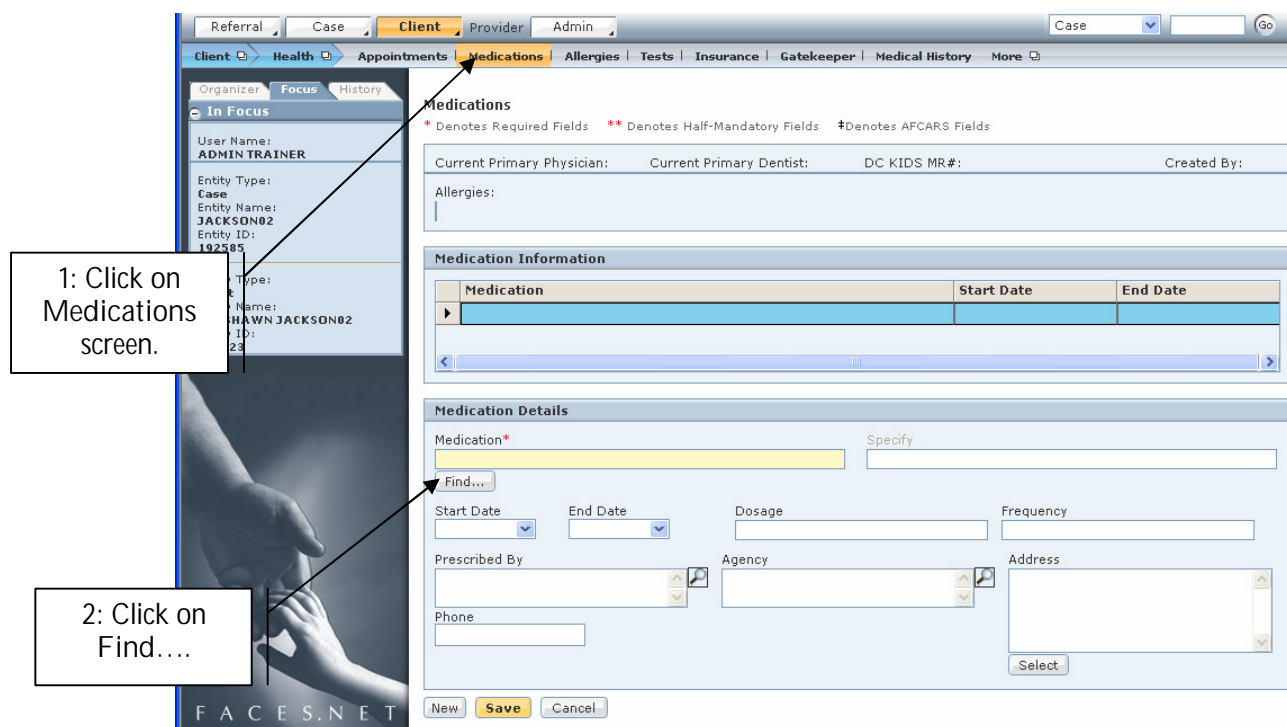


Figure 9

Step 3: Select Medication.

Step 4: Click on OK.

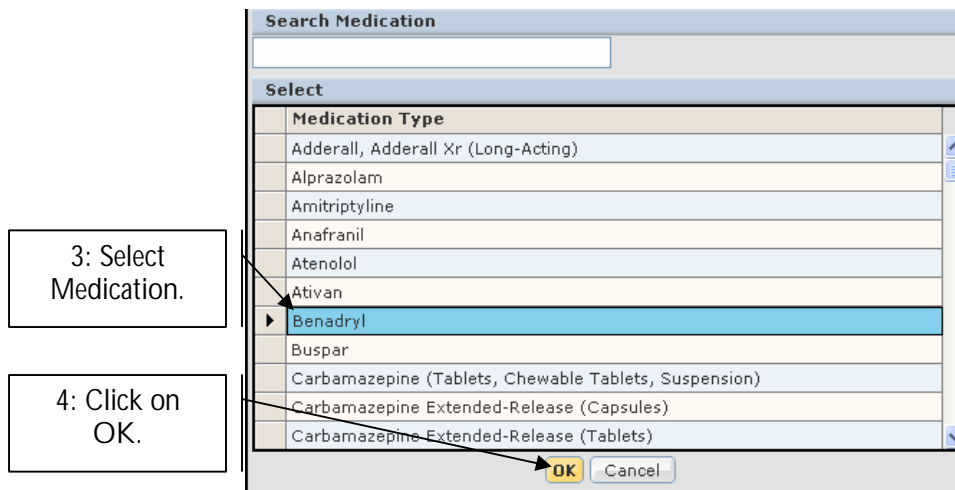


Figure 10

Step 5: Click on Save.

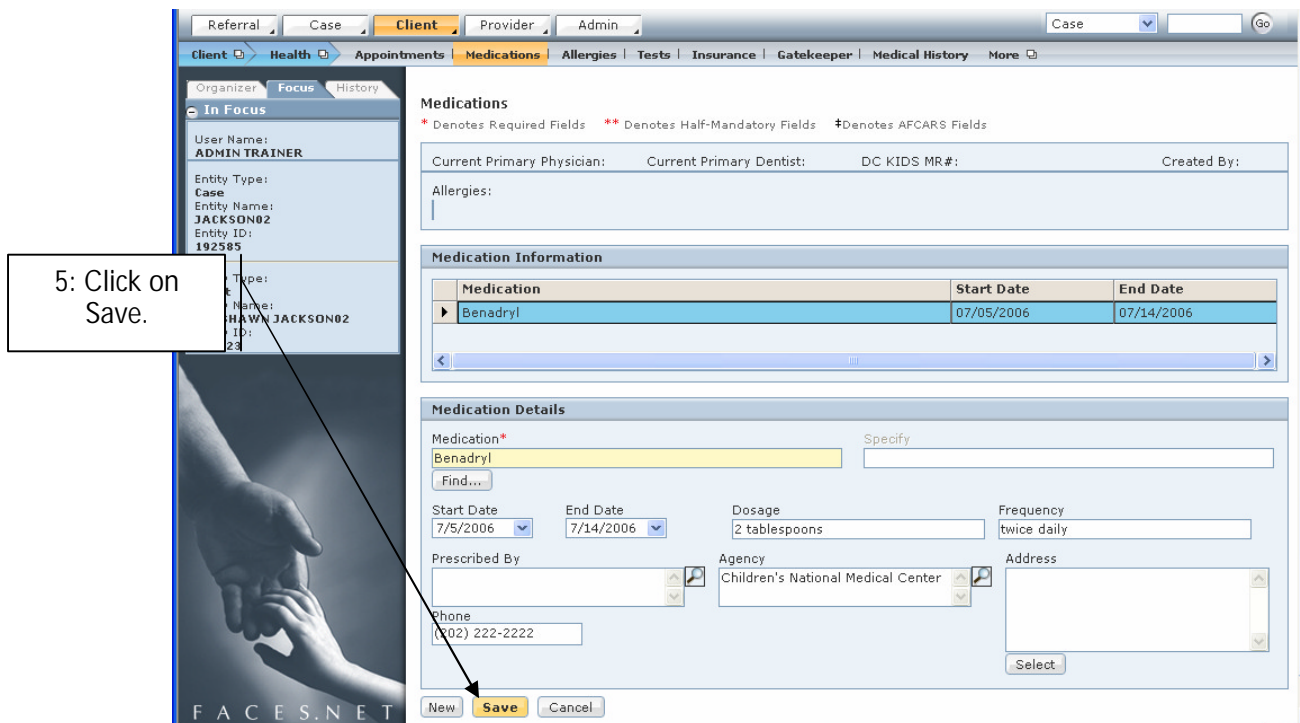


Figure 11

How to enter Allergies

Steps include:

Step 1: Click on the Allergies screen.

Step 2: Select an allergy from the Allergy:* pick list.

Step 3: Enter notes about the client's allergic reaction symptoms in the Reaction: text box.

Step 4: Click on Save.

The screenshot shows a web-based medical application interface. At the top, there are tabs for 'Referral', 'Case', 'Client', 'Provider', and 'Admin'. Below these, a navigation bar includes 'Client', 'Health', 'Appointments', 'Medications', 'Allergies', 'Tests', 'Insurance', 'Gatekeeper', 'Medical History', and 'More'. The 'Allergies' tab is selected. On the left, a sidebar shows a list of clients, with 'ADMIN TRAINER' and 'JACKSON02' visible. The main area is titled 'Medical Allergies - JACKSON02'. It contains a 'Client Medical Allergy' section with fields for 'Current Primary Physician', 'DC KIDS MR#', 'Current Primary Dentist', and 'Created By: TADMIN'. Below this is an 'Allergy Information' table with columns 'Allergy' and 'End Date'. The 'Allergy' column has a dropdown menu with 'Grasses' selected. To the right of the dropdown is a 'Specify:' text box. Below the table is an 'Allergy Details' section with a 'Reaction:' text box containing 'bumps, itchy skin, skin rash' and an 'End Date:' dropdown. At the bottom are 'New', 'Save', and 'Cancel' buttons. Four numbered callout boxes are overlaid on the screenshot: 1. 'Click on the Allergies screen.' points to the 'Allergies' tab. 2. 'Select an Allergy.' points to the 'Grasses' dropdown. 3. 'Enter notes in the Reaction textbox.' points to the 'Reaction:' text box. 4. 'Click on Save.' points to the 'Save' button.

Figure 12



Note:

- The Allergies section on all of the Health screens will populate with information when the Allergies screen is completed. (Note: Unknown allergies should be selected from pick list values if allergy information is not known).

How to enter Tests

Steps include:

Step 1: Click on the Tests screen.

Step 2: Enter Date Tested*.

Step 3: Enter Test Type.

Step 4: Click on Save.

1: Click on Tests screen.

2: Enter Date Tested*.

3: Enter Test Type*.

4: Click on Save.

Medical Tests
 * Denotes Required Fields ** Denotes Half-Mandatory Fields # Denotes AFCARS Fields

Client Medical Test
 Current Primary Physician: Current Primary Dentist: DC KIDS MR#: Created By: TADMIN

Allergies:

Test Information

Date Tested	Type	Result
7/5/2006	Marijuana	Negative

Test Result

Date Tested* 7/5/2006

Test Type* Marijuana

Tested By Hospital

Test Result Negative

Narrative
 Keyshawn Jackson was tested for marijuana in his system. Although police officer suspected Keyshawn of being high on marijuana, his test results came back negative.

New Save Cancel

Figure 13

How to enter Insurance Information

Steps include:

Step 1: Click on the Insurance screen.

Step 2: Enter appropriate information about the insurance on the Insurance tab.

1: Click on the Insurance screen.

2: Enter information on the Insurance tab.

Client Medical Insurance - JACKSON02
 * Denotes Required Fields # Denotes AFCARS Fields

Insurance

Insurance Name	Company/HMO	Policy Number	Policy Holder Name
Dental	CIGNA		

Insurance Contact Info Policy Holder Medicaid

Insurance type* Dental

Other Medical Coverage

☐ Is child Covered under Civilian Health and Medical Program of the Uniformed Services (CHAMPUS) Insurance?

Company/HMO CIGNA

Policy Number

Begin Date 7/5/2001 End Date

Group No

New Save Cancel

Figure 14

Step 3: Click on the Contact Info tab.

Step 4: Enter address and phone number information about the insurance company.

The screenshot shows the 'Client Medical Insurance - JACKSON02' form. The 'Insurance' tab is active, displaying a table with columns: Insurance Name, Company/HMO, Policy Number, and Policy Holder Name. The table contains one row: Dental, CIGNA, and an empty Policy Number and Policy Holder Name. Below the table, the 'Contact Info' tab is selected. It contains fields for 'Company/HMO Address' (702 H Springs NW, Washington, District of Columbia 20001) and 'Company/HMO Phone' ((202) 333 3333). There are 'Edit', 'New', 'Save', and 'Cancel' buttons at the bottom.

3: Click on Contact Info tab.

4: Enter information about the insurance company.

Figure 15

Step 5: Click on the Policy Holder tab.

Step 6: Enter information about the policy holder.

Note:

- The name of the policy holder must be an existing client in the case.

The screenshot shows the 'Client Medical Insurance - JACKSON02' form. The 'Insurance' tab is active, displaying a table with columns: Insurance Name, Company/HMO, Policy Number, and Policy Holder Name. The table contains one row: Dental, CIGNA, and an empty Policy Number and Policy Holder Name. Below the table, the 'Policy Holder' tab is selected. It contains fields for 'Name*' (SHANTE JACKSON02), 'SSN', 'Name(if other than Client)', and 'Relation to Policy Holder*' (Son (Biological)). There are 'New', 'Save', and 'Cancel' buttons at the bottom.

5: Click on the Policy Holder tab.

6: Enter information about the policy holder.

Figure 16

Step 7: Click on the Medicaid tab.

Step 8: View the Medicaid information, if it applies to the client.

Step 9: Click on the Save button.

If you have any additional questions, please call the HelpDesk at (202) 434-0009

7: Click on the Medicaid tab.

8: View applicable Medicaid information.

9: Click on Save.

Figure 17

How to enter Medical History Information

Steps include:

Step 1: Click on the Medical History screen. This screen can assist with keeping a running log of your client's medical information.

Step 2: Enter appropriate information about the overall medical condition of the client on the Medical Conditions tab.

1: Click on the Medical History tab.

2: Enter information on the Medical Conditions tab.

Figure 18

Step 3: Click on the Developmental History tab.

Step 4: Enter appropriate information regarding any developmental issues for the client.

The screenshot shows the 'Client Medical History' form. The 'Client' tab is selected in the top navigation bar. On the left, a sidebar shows the 'Focus' tab with a list of clients. A callout box labeled '3: Click on the Developmental History tab.' points to the 'Developmental History' tab in the main form's tabbed interface. Another callout box labeled '4: Enter developmental information.' points to the large text area under the 'Developmental History' tab, which contains the placeholder text: '(Prenatal and labor complications, birth, development milestones, accidents or illnesses requiring hospitalization)'. The form also includes a 'Medication Information' section with a 'Medical Condition Date' dropdown set to '07/05/2006'. At the bottom are 'New', 'Save', and 'Cancel' buttons.

Figure 19

Step 5: Click on the EPSDT tab.

Step 6: Enter appropriate information regarding Early and Periodic Screening, Diagnosis and Treatment (EPSDT) results.

This screenshot shows the same 'Client Medical History' form, but with the 'EPSDT Information' tab selected. A callout box labeled '5: Click on the EPSDT Information tab.' points to the 'EPSDT Information' tab. Another callout box labeled '6: Enter information regarding Early and Periodic Screening, Diagnosis and Treatment.' points to the 'Screen Result' text area. The 'EPSDT Information' section includes fields for 'Referral Date', 'Appointment Date', and 'Next Appointment Date', each with a dropdown menu. At the bottom are 'New', 'Save', and 'Cancel' buttons.

Figure 20

How to view Immunization Report

Steps include:

Step 1: Once in the Case, hold cursor over Case.

Step 2: Click on Reports.

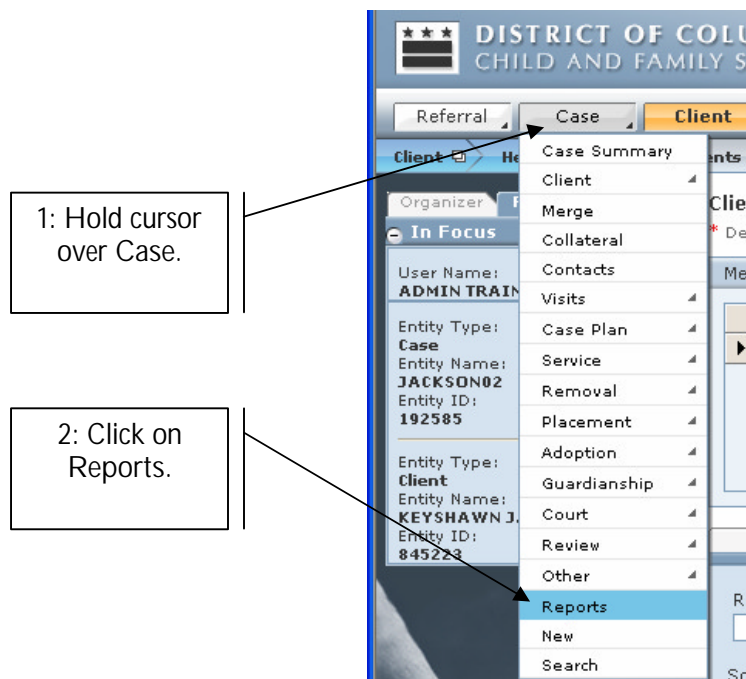


Figure 21

Step 3: Select Immunization History.

Step 4: Click on Preview.

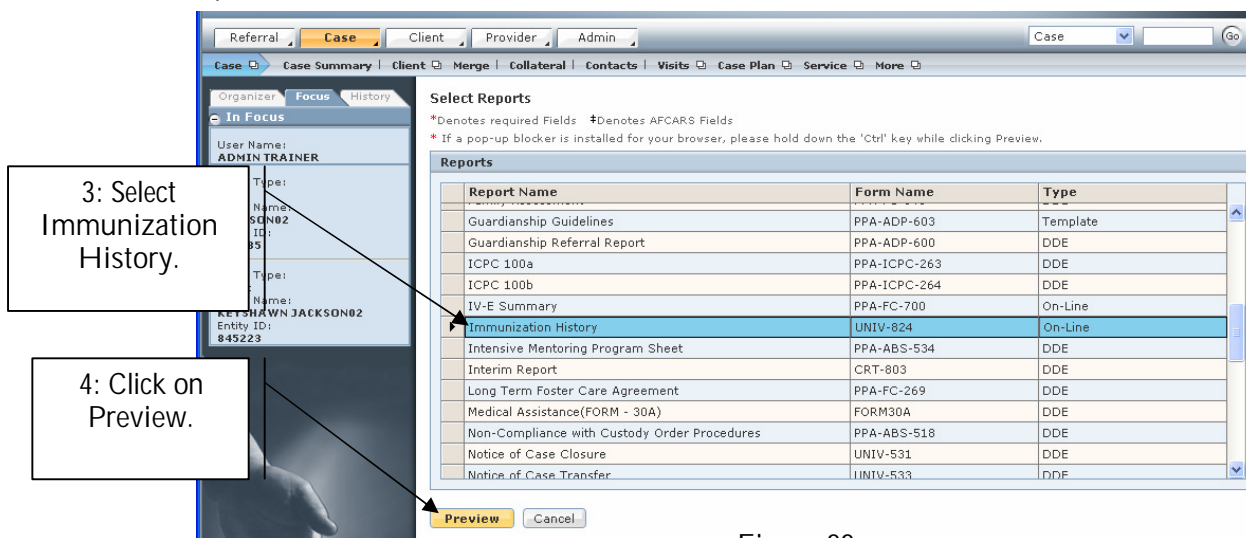


Figure 22

Step 5: Select client from list who's Immunization History Report you wish to view.

Step 6: Click on OK to view the Immunization History Report (See Figure 24).

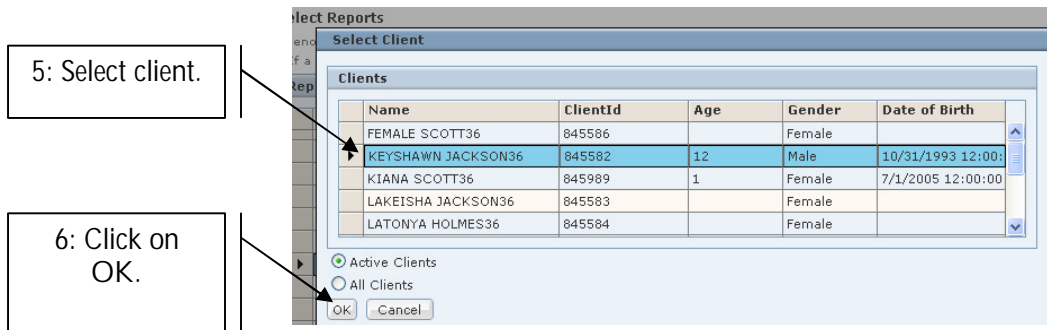



Figure 23



Child and Family Services Agency
400 6th Street, SW
Washington, DC 20024

Immunization History

Client Name: KEYSHAWN JACKSON36 **Medicaid No:**
DOB: 10/31/1993
Sex: Male
Social Worker's Name: **Phone:**
Supervisor's Name: **Phone:**
Primary Physician's Name: HE DOCTOR **Phone:** 2025551111
Primary Physician's Address:

Primary Dentist's Name: **Phone:**
Primary Dentist's Address:

Required Immunizations and Recommended Immunization Schedule	Date 1	Date 2	Date 3	Date 4	Date 5	Date 6
DTP/DTaP						
HepatitisA	06/26/2006					
HepatitisB	06/26/2006					
HIB						
Influenza						
Menigococcal						
MMR/AR						
OPV/IPV						
PCV/Prevnar						
TB Skin Test/PPD						
Pneumococcal						
Td						
Varicella						

Figure 24



Note:

- Only the 6 latest immunization records will be displayed on the Immunization History report.
- Immunization information should be entered on the Appointment screen, and will automatically populate to the Immunization report.

Best Practice Reports Reference Guide

Data input for the above tip sheet will affect statistics recorded for Best Practice # II.9 – HTH003MS – Medical Evaluations for Substantiated Investigations; Best Practice # VI.4 - HTH004MS - Health Screening for Children Who Had Placement In the Month; and Best Practice # VI.5 – HTH005MS -- Medical and Dental Evaluations for Children with Placement Activity.

HTH003MS captures the following information:

- By December 31, 2006, there will be full compliance with this outcome
- By December 31, 2005, CFSA will ensure that children with substantiated abuse or neglect reports who have not had a physical examination during the investigation and have not had a recent exam in the time period recommended by the EPSDT schedule, receive a physical examination within 48 hours of substantiation of cases in 75% of cases.
- This report shows all completed Medical appointments and completed Face-to-Face Contacts with a Contact purpose type as 'Medical/Dental' is counted under the Medical Evaluations.
- Completed Medical Appointments are counted if they fall between one week prior to the referral acceptance date and the report run date.
- If multiple appointments have been held, the first completed appointment is shown.

HTH004MS captures the following information:

- Placement activity is defined as: initial placements, placement re-entries, and placement changes. Placement changes involving hospitals, correctional facilities and abscondance are excluded.
- This report shows the placement activity for the month before last due to the scheduling of data uploads from the medical interface with Children's Hospital.
- All completed Medical appointments with "Placement Screening" as Medical Type are included in the report.
- If multiple appointments have been held, the first completed appointment date is shown.
- Medical information updated on the contact screen are included for a purpose type of 'Medical/Dental'.
- Health Screenings between placement entry and exit dates are considered to be Post Placement Health Screenings.
- The numbers above represent information entered into FACES as of the report run date. The numbers may change as further updates are made in FACES.

HTH005MS captures the following information:

- Placement activity is defined as: initial placements, re-entries, and placements changes. Placement changes involving hospitals, correctional facilities and abscondance are excluded.
- This report shows the placement activity for the month before last due to the scheduling of data uploads from the medical interface with Children's Hospital.
- All completed Medical appointments except Psychiatric/Psychological; Dental evaluations are listed under the Medical Evaluations category.
- If multiple appointments have been held, the most recent completed appointment date to the placement date is shown.

- The numbers above represent information entered into FACES as of the report run date. The numbers may change as further updates are made in FACES.